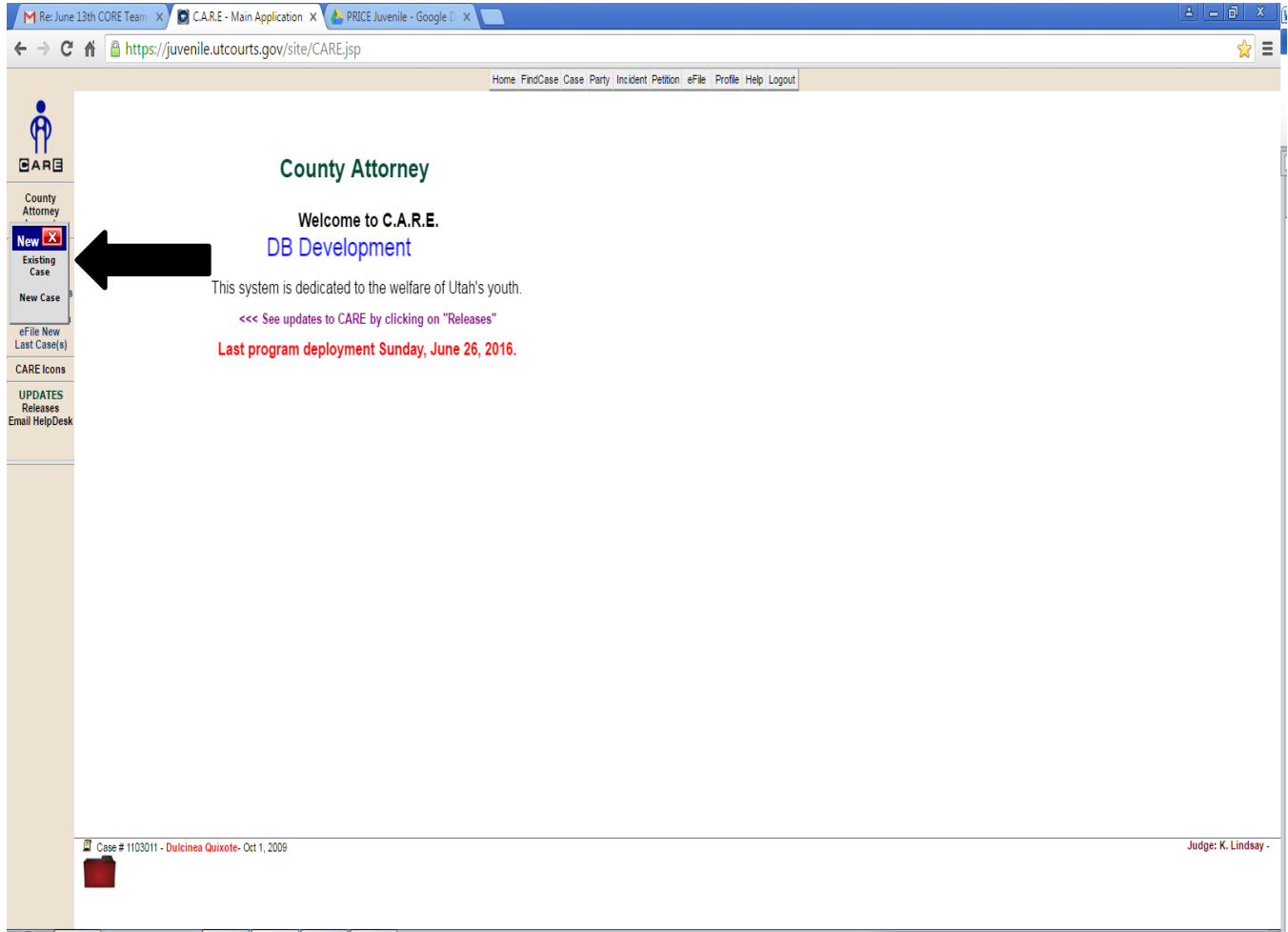


## Incident Creation-Prosecutors

To create a new incident on an existing case you will select the “eFile New” button and then “Existing Case.”



The “Search/Add Case” screen will appear, you will enter the case number you intend to create the incident on select “Find” and then select the green plus sign under “Add.”

Search/Add Case - Google Chrome

https://juvenile.utcourts.gov/efiling/EfileCaseSearchAdd

Find Cancel

User ID training8 User Agency Firm

Search Type

Search My Cases

Case # 955333

Date of Birth Range

Start (MM-DD-YYYY) End (MM-DD-YYYY)

Search New Case

Case # (Name) First: Last:

Case	Name	DOB	Gender	District Office	Address Info	Add
955333	ZEBRA, LAZY TEST CASE	01-01-1985	M	Ogden	123 ZOO PLACE OGDEN UT 84401	+

The “eFile Batch Detail Screen” will appear. You will notice at the bottom of the screen a “Click to View Error Message” button. This button when selected, allows you to view what steps need to be taken in order to complete the eFiling process. You will note it states “Incomplete Missing Document need to Add PDF or Add Proposed Verbiage.” You will likely be filing information to support the creation of an incident which would be considered a Probation Records Shared (police report/citation or referral), so you will select the “Add PDF Document.”

eFile Batch Detail - Google Chrome

https://juvenile.utcourts.gov/efiling/EfileCaseSearchAdd

### eFile Batch Detail

eFile Batch Id 2442 eFile For Firm User County Attorney Status Incomplete

Created By training8 Created DateTime 06-21-2016 04:26:19 PM Alert Date

Note Creating efile Batch record from New

**Case Info** Add Existing Case Create New Case

Edit	Case #	Case Name	District Office	Incident(s)	Edit/Add	New Inc	Remove
	955333	LAZY TEST CASE ZEBRA	Ogden				

**Error Message(s)**

\* INCOMPLETE MISSING DOCUMENT need to Add PDF Document or Add Proposed Verbiage

**Document Info**

INCOMPLETE MISSING DOCUMENT

Add PDF Document Add Proposed Verbiage

Save Click to View Error Messages Go Back to Batch Lookup Delete

The “ Add PDF Document” screen will appear. Please note, the police referral, citation or report shall be filed under the Document Type “Probation Record Shared ( Safeguarded)” Select the “Choose File” button and attach the supporting documentation. Then select the “Attach PDF Document” button.

**Add PDF Document**

Document must be PDF  
Maximum Document Upload Size 5 MB

Document Type \* Probation Record Shared (Safeguarded) ▼

Doc Sub Type \* Probation Record Shared ▼

Document Title Police Referral/Citation

File \* **Choose File** Citation.pdf

Police reports, truancy referrals, citations, detention booking sheets, probable cause statements provided for the purpose of fulfilling a probation responsibility.

**Attach PDF Document** **Cancel**

Once the supporting documentation is attached you will be routed to the “eFile Batch Detail” screen. You will notice under “New Inc” a green plus sign is now available. By selecting this option, you will proceed with creating a new incident.

**eFile Batch Detail**

eFile Batch Id: 2442    eFile For Firm User: County Attorney    Status: Draft  
Created By: training8    Created DateTime: 06-21-2016 04:26:19 PM    Alert Date:  
Note: Creating efile Batch record from New

**Case Info**    Add Existing Case    Create New Case

Edit	Case #	Case Name	District Office	Incident(s)	Edit/Add	New Inc	Remove
	955333	LAZY TEST CASE ZEBRA	Ogden	INCIDENT(S) REQUIRED Use Edit/Add or New Inc links.			

**Document Info**

Document ID: 1973    Document Sub Type:    Probation Record Shared:  
Document Title: Police Referral/Citation    Document Type:    Probation Record Shared:  
Filed/Created By: training8    View PDF:

[Save](#)    [Click to View Error Messages](#)    [Go Back to Batch Lookup](#)    [Delete](#)


The “Add Incident to Case” screen will display. You will notice many of required fields are already populated information. This is for your convenience but can be changed if necessary. You will then select the blue arrow across from the “Incident Description” option. Note: If you are filing a Probation Records Shared document (Police report, citation referral, or other supporting documents to support the approval of the incident) leave the *Intake Decision* blank at this time. **Note: *Petition should only be selected if you are filing the Petition and are attaching the formal petition as a PDF document.***



Please contact your local district CARE/eFiling specialist for questions on specific district practice if there are questions.

**Add Incident To Case**

eFile Case Inc Id [NEW]  
Name LAZY ZEBRA

All Fields with (\*) are required.

Choose Type  
District Office\* Ogden  
County of Offense\* WEBER  
Agency\* Juvenile Court  
Incident Description\*   
Severity/Type\*  
Offense/Incident Date\* (MM-DD-YYYY) 06-22-2016  
Referring Agency\*  
Intake Decision

Save Incident Cancel

The “Statute Lookup” screen will display. You may enter the offense code in the “Statute/Offense Code” or you can search the offense by using several of the options listed; “ Short Description”, “ Drug Related”, “State Statute Code”, “Severity”, “Category”, “Firearm”, or “ Statute Description.” Select the applicable offense.

Statute Lookup - Google Chrome

<https://juvenile.utcourts.gov/incidents/StatuteLookup>

ONLY DELINQUENCY OFFENSES WILL DISPLAY FOR SELECTION

Find Statute Lookup

Statute/Offense Code

Severity

Short Description

Category

Drug Related

Firearm

State Statute Code

Statute Description

Statute Offense Code	State Statute Code	Severity	Short Description	Statute Description
CRIMINAL DEFAMATION	76-9-407	Class B Misdemeanor	CRIMINAL DEFAMATION	CRIME OF ABUSE OF PERSONAL IDENTITY
CRIMINAL MISCHIEF - 3D	76-6-106(2)(A)	Third Degree Felony	CRIMINAL MISCHIEF	CRIMINAL MISCHIEF
CRIMINAL MISCHIEF - A	76-6-106(2)(b)(i)(A)	Class A Misdemeanor	CRIMINAL MISCHIEF	CRIMINAL MISCHIEF
CRIMINAL MISCHIEF - B	76-6-106(2)(b)(i)(B)	Class B Misdemeanor	CRIMINAL MISCHIEF	CRIMINAL MISCHIEF
CRIMINAL MISCHIEF - 2D	76-6-106(2)(b)(ii)	Second Degree Felony	CRIMINAL MISCHIEF	CRIMINAL MISCHIEF
TRESPK	76-6-206	Class B Misdemeanor	CRIMINAL TRESPASS	CRIMINAL TRESPASS
CRIMINAL TRESPASS	76-6-206.3	Class B Misdemeanor	CRIMINAL TRESPASS AGRICULTURAL	CRIMINAL TRESPASS ON AGRICULTURAL LAND
TRESPE	53A-3-503	Class B Misdemeanor	CRIMINAL TRESPASS SCHOOL PROP.	CRIMINAL TRESPASS UPON SCHOOL PROPERTY
TRSPSE	76-6-206	Class A Misdemeanor	CRIMINAL TRESPASS-DWELLING	CRIMINAL TRESPASS - DWELLING
TRSPSF	76-6-206	Class B Misdemeanor	CRIMINAL TRESPASS-NON DWELLING	CRIMINAL TRESPASS - NON-DWELLING

Cancel

Once the offense is selected, you will once again be routed to the “Add Incident To Case” screen. Continue entering the applicable information until each filed is complete and then select the “Save Incident” button.

**Add Incident To Case**

https://juvenile.utcourts.gov/efiling/EfileBatchIncidentEdit?mode=create&efileCaseId=3111&defaultStatuteId=0&docSubTypeId=171&efileBatchId=24

**Add Incident To Case**

eFile Case Inc Id [NEW]  
Name LAZY ZEBRA

All Fields with (\*) are required.

Choose Type ☒ Delinquency

District Office\* Ogden

County of Offense\* WEBER

Agency\* Juvenile Court

Incident Description\* CRIMINAL MISCHIEF

Severity/Type\* Class A Misdemeanor

Offense/Incident Date\* (MM-DD-YYYY) 06-22-2016

Referring Agency\* Weber County Sheriff

Intake Decision

**Save Incident** **Cancel**

You will then be routed to the “eFile Batch Detail” screen. You can view the incident you created by selected the small paper and pencil option under the “Incident(s)” column. This option will route you back to the “Add Incident To Case” screen at which time you could delete the offense if created in error. If information appears to be correct select the “Cancel” option.



eFile Batch Detail - Google Chrome

https://juvenile.utcourts.gov/efiling/EfileBatchDetail?efileBatchId=2442

### eFile Batch Detail

eFile Batch Id: 2442      eFile For Firm User: County Attorney      Status: Draft





Created By: training8      Created DateTime: 06-21-2016 04:26:19 PM      Alert Date:


Note: Creating efile Batch record from New

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#### Case Info

[Add Existing Case](#) [Create New Case](#)

Edit	Case #	Case Name	District Office	Incident(s)	Edit/Add	New Inc	Remove
	955333	LAZY TEST CASE ZEBRA	Ogden	 Inc			




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#### Document Info

Document ID: 1973      Document Sub Type: Probation Record Shared

Document Title: Police Referral/Citation      Document Type: Probation Record Shared

Filed/Created By: training8      View PDF: 

[Save](#)    [eFile](#)    [Return to My eFiled](#)    [Go Back to Batch Lookup](#)    [Delete](#)

Add Incident To Case - Google Chrome

https://juvenile.utcourts.gov/efiling/EfileBatchIncidentEdit?mode=edit&efileCaseIncId=3447&efileBatchId=2442

### Add Incident To Case

eFile Case Inc Id: 3447      Name: LAZY ZEBRA

All Fields with (\*) are required.

Choose Type: ☒ Delinquency

District Office\*: Ogden

County of Offense\*: WEBER

Agency\*: Juvenile Court

Incident Description\*: CRIMINAL MISCHIEF →


Severity/Type\*: Class A Misdemeanor

Offense/Incident Date\* (MM-DD-YYYY): 06-22-2016

Referring Agency\*: Weber County Sheriff

Intake Decision: Petition

[Save Incident](#)    [Delete](#)    [Cancel](#)



You will return to the “eFile Batch Detail” screen. If you need to add additional incidents to a case, you will repeat the same process listed in the pages above. You will notice the “eFile” button is now available, if all information has been entered, please select this option.

eFile Batch Detail - Google Chrome

https://juvenile.utcourts.gov/efiling/EfileBatchDetail?efileBatchId=2442

### eFile Batch Detail

eFile Batch Id: 2442      eFile For Firm User: County Attorney      Status: Draft

Created By: training8      Created DateTime: 06-21-2016 04:26:19 PM      Alert Date:

Note: Creating efile Batch record from New

---

**Case Info**    Add Existing Case    Create New Case

Edit	Case #	Case Name	District Office	Incident(s)	Edit/Add	New Inc	Remove
	955333	LAZY TEST CASE ZEBRA	Ogden	Inc		+	

---

**Document Info**

Document ID: 1973      Document Sub Type: Probation Record Shared

Document Title: Police Referral/Citation      Document Type: Probation Record Shared

Filed/Created By: training8      View PDF     

Save    eFile    & Return to My eFiled    Go Back to Batch Lookup    Delete

You can check the status of your filing by going to the “My eFiled” screen and under the case name, either the incident number will display or the status of “New Inc” will show. Clerical staff will review the information you have entered and until that is approved, the actual incident will not display.

My eFiled - Google Chrome

https://juvenile.utcourts.gov/efiling/MyEFile?sid=0.9031361013304806

**Find** **Close** **My eFiled**

Status  Case #

☒ My eFiling ☐ Firm eFiling

for Firm User:

☒ Filed Last(4 Days) ☒ Open/Recent Updates Last(1 Day)

Filed Date Range

Start

End

Queue	Doc. SubType Title	Filed Date Filer	Hold Date	View Doc	Status	Completed Date Time Userid	Case # Incident(s) #	Notes
Create Info	Probation Record Shared	06-22-2016 training8			Create Info		LAZY ZEBRA (955333)	
Create Info	Police Referral/Citation	06-20-2016 training8		<a href="#">View</a>	Return eFile	06-20-2016 03:01:35 PM aronan	New Inc George Fourman (NEW)	need to file this correctly on the adult blah blah this is a...

